

ANTHON MIGUEL E. CABILING

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0965-088-4751

August 09, 2024

HONEY SOFIA V. COLIS

Director, HRMO
Visayas State University
Baybay City, Leyte, 6521

Dear Madam Colis,

Good day!

I am writing to express my interest in the position of Administrative Officer II (Human Resource Management Officer I), a salary grade 11 posted in VSU job website. I recently graduated with a Bachelor of Science in Statistics from Eastern Visayas State University, and I wanted to contribute my skills and knowledge to support the administration and the entire Visayas State University.

Throughout my academic career, I have developed a foundation in statistical methods, data handling, and research skills. My coursework has equipped me with the ability to accurately gather, organize, and analyze data to ensure its reliability. I was honored to receive the Excellent Researcher Award for my thesis paper, which reflects my dedication and hard work. Additionally, I am particularly drawn to the opportunity to work in the position and desire to serve as well as to contribute for the betterment of the university. I am confident that my skills, attention to detail, and commitment to excellence will enable me to make a meaningful impact in any role I undertake.

Beyond my academic achievement, I possess interpersonal skills and keen eye to details. I am confident to my ability to interact with different individuals while maintaining the integrity of collected information according to ethical standards.

Enclosed are Personal Data Sheet, my Transcript of Record, and my resume, which provides further details about my educational background and achievements. I would welcome the opportunity to discuss how my skills and knowledge align with the needs of your team.

Thank you for considering my application.

Sincerely,


ANTHON MIGUEL ELORCHA CABILING